



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

JUNIOR REAL PROPERTY AGENT  
ASSISTANT REAL PROPERTY AGENT  
ASSOCIATE REAL PROPERTY AGENT

Class No. 005538  
Class No. 005524  
Class No. 005525

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■ CLASSIFICATION PURPOSE

To perform property appraisal, acquisition, management, and disposal functions; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class series are allocated to the Departments of General Services and Public Works.

Junior Real Property Agent:

This is the entry-level class in the Real Property Agent series. Under immediate supervision, a Junior Real Property Agent performs routine office and fieldwork in these area(s) of real property activities: appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing. Incumbents are gradually assigned projects of expanded scope with less direction as they gain experience.

Assistant Real Property Agent:

This is the first working-level class in the Real Property Agent series. Under general supervision, an Assistant Real Property Agent performs progressively more independent and responsible professional work and technical work in the area of real property activities, i.e. appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing.

Associate Real Property Agent:

This is the journey level class in the Real Property Agent series. Under general supervision, an Associate Real Property Agent independently performs a wide range of professional/technical real property activities such as appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing. This class differs from the next higher level, Senior Real Property Agent; in that the latter may lead teams and/or performs real property activities within a specialized area and/or at a more difficult level of assignment.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class (es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Junior Real Property Agent

Essential Functions:

1. Investigates property titles and performs elementary escrow functions.
2. Interprets engineering drawings for property lines.
3. Prepares materials for field appraisal work.
4. Collects and compiles information from County departments regarding real property information.
5. Assists in collecting and assembling sales, rental and cost data.
6. Maintains records and reports.
7. Answers routine inquiries from County staff, representatives from outside agencies and the public.
8. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.
9. Engages in simple, elementary negotiations for leases and acquisitions of property.

#### Assistant Real Property Agent

##### Essential Functions:

All the functions listed above and

1. Estimates the market value of real property under consideration for acquisition, leasing, improvement, disposal, and/or other real property activities, and prepares written appraisal reports
2. Assists in, or directly handles negotiation of agreements with property owners/agents regarding purchase, rental, and related actions by the County, when such transactions are of a medium level of complexity.
3. Reviews property descriptions and instruments required to conclude agreements to ensure that all adverse interests in property are properly resolved.
4. Conducts relocation assistance and other studies.
5. Inspects County-owned or leased facilities to ensure compliance with lease terms and conditions.
6. Assists in preparing field reports, estimates, and appraisals, and secures data for condemnation proceedings.
7. Collects and tabulates sales, rental, and cost data.
8. Interprets legal descriptions.
9. Prepares easements and deeds and checks records of transactions.
10. Schedules and bills appropriate parties for purchase of properties.
11. Processes escrows both for partial acquisitions and total acquisitions and reviews property titles of medium/moderate level of complexity.

#### Associate Real Property Agent:

##### Essential Functions:

All the functions listed above and

1. Interprets and applies eminent domain and uniform relocation assistance laws in performing value estimates.
2. Negotiates for property rights and Relocation Assistance Program supplements.
3. Researches, analyzes and reports conclusions on a variety of real property issues including appraisal of property rights, lease proposals, land acquisition and property management activities.
4. Prepares legal documents (contracts, deeds, agreements) required for purchase of properties.
5. Prepares leases.
6. Writes status/transaction reports explaining title encumbrances, monetary settlements, unrecorded interests and other relevant details.
7. Conducts interviews and collects information from property owners and tenants in the negotiation process.
8. Participates in meetings, hearings, conferences, and trials to purchase, rent, lease or dispose of real property.
9. Manages County real property including leasing, rental, disposal and demolition.
10. Prepares real estate inventories.
11. Appraises improvements of surplus land.
12. Conducts auctions for sale.
13. Provides appropriate information to County Counsel for initiation of condemnation proceedings.
14. Recommends authorizations to condemn for Board approval.
15. Recommends Relocation Assistance Program settlement to be accepted.

16. Writes and administers contracts with outside engineers, appraisers and other real estate professionals.
17. Processes the most complex escrows for both partial and total acquisitions.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

The following apply to all classes:

- Federal, state and local laws, rules, regulations, ordinances, zoning ordinances and guidelines that deal with: the acquisition, leasing, and sale of real property; contracts; land titles; condemnation proceedings; and eminent domain.
- Principles and practices of real property management: utilizing surplus property, negotiating leases and rents, and developing concessions.
- Principles and practices of real estate including real property appraisal, acquisition, property management, and relocation assistance.
- Legal instruments involved in real estate transactions, such as, but not limited to deeds, leases, escrow papers, and title reports.
- Market data sources and collection techniques.
- Contract writing and administration.
- Services available to real property.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

##### Skills and Abilities to:

The following apply to all classes:

- Read, understand, and interpret title reports, financial statements, deeds, contracts, leases, right-of-way plans, architectural drawings, construction plans, and other legal/technical documents.
- Collect and analyze data, and apply logic and draw valid conclusions to solve real property and relocation problems.
- Perform basic math and compound interest table calculations.
- Maintain records and reports.
- Communicate effectively in oral and written form.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Establish effective working relationships with County staff, representatives from outside agencies, and the public.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

##### Assistant Real Property Agent (in addition to the above):

- Prepare written appraisal reports, easements, deeds, and other legal or technical documents.
- Review property descriptions and instruments.
- Inspect County-owned or leased facilities to ensure compliance with lease terms and conditions.
- Schedule and bill appropriate parties for purchase of properties.
- Assist in negotiating agreements with property owners/agents regarding purchase, lease, or other real estate activities.
- Assist in preparing field reports, estimates, and appraisals.

##### Associate Real Property Agent (in addition to the above):

- Perform value estimates and appraisals.
- Negotiate property rights, and relocation assistance.
- Research, analyze, and report conclusions on a variety of real property issues including appraisal of property rights, lease proposals, land acquisition and property management activities.
- Prepare the full range of legal documents (contracts, deeds, agreements, leases, escrows/escrow papers for both partial/total acquisitions) related to real property transactions or activities.
- Prepare status and transaction reports explaining title encumbrances, monetary settlements, unrecorded interests and other relevant details.
- Participate in the negotiation process by collecting and providing information.
- Participate in meetings, hearings, conferences, appeals, and trials related to the purchase, rent, lease or disposal of real property.
- Manage County real property including leasing, rental, disposal, and/or demolition.
- Prepare real estate inventories.
- Conduct auctions for sale.
- Prepare recommendations for the Board of Supervisors.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

### Junior Real Property Agent:

1. A bachelor's degree from an accredited college or university in real estate, business administration, public administration, (urban planning emphasis), economics, or a closely related field; OR
2. An Associate of Arts degree from an accredited college or university in real estate, business administration, public administration (urban planning emphasis), economics, or a closely related field; AND two (2) years of professional-level experience in performing at least one or several of the following functions: real estate appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing OR
3. Four (4) years of professional-level experience in performing at least one or several of the following functions: real estate appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing.

### Assistant Real Property Agent:

1. A bachelor's degree from an accredited college or university in real estate, business administration, public administration (urban planning emphasis), economics, or a closely related field; AND one (1) year of professional-level experience in performing at least one or several of the following functions: appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing OR
2. An Associate of Arts degree from an accredited college or university in real estate, business administration, public administration (urban planning emphasis), economics, or a closely related field; AND three (3) years of professional-level experience in performing at least one or several of the following functions: appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing OR
3. Five (5) years of professional-level experience in performing at least one or several of the following functions: appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing OR
4. One (1) year of experience as a Junior Real Property Agent with the County of San Diego.

### Associate Real Property Agent:

1. A bachelor's degree from an accredited college or university in real estate, business administration, public administration (urban planning emphasis), economics, or a closely related field; AND two (2) years of professional-level experience in performing at least one or several of the following functions: appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing OR
2. An Associate of Arts degree from an accredited college or university in real estate, business administration, public administration (urban planning emphasis), economics, or a closely related field; AND four (4) years of professional-level experience in performing at least one or several of the following functions: appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing OR
3. Six (6) years of professional-level experience in performing at least one or several of the following functions: appraisal, acquisition, right-of-way, condemnation, property management, negotiation, sale, disposal, lease, relocation assistance, title review, and escrow processing OR
4. One (1) year of experience as an Assistant Real Property Agent with the County of San Diego.

### Note (All Classes):

Previous experience performing real property functions in a California governmental or public agency is highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Incumbents in these classes travel throughout the county on a frequent basis.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: December 5, 1979**

**Revised: January 6, 1994**

**Reviewed: Spring 2003**

**Revised: June 15, 2004**

**Reviewed: May 17, 2006**

**Revised: May 31, 2006**

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